

DATE: April 9, 2003

TO: Local Agency Formation Commission

FROM: Executive Officer
Personnel Committee

SUBJECT: Continuation of Current LAFCO Staff Position

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DANA M. SMITH
EXECUTIVE OFFICER

At LAFCO's 2003 annual strategic planning session, your Commission reaffirmed its commitment to eliminate County islands by identifying year three of the Unincorporated Islands Program as a high priority for the 2003-04 budget year. Staff has worked diligently over the past 27 months, collaborating with cities' staffs, facilitating imperative discussions between the cities and the County, and fostering community involvement through public outreach efforts.

The fruit of these labors to date has been the successful completion of nine island annexations and an additional fifteen applications anticipated for submittal in the next three months. In spite of these tremendous strides, the program will require a substantial amount of staff commitment going forward, as many of the remaining island areas involve significant infrastructure and land use concerns previously discussed with the Commission which will further complicate the annexation processes.

We have been fortunate to date to be the beneficiaries the County's generosity. In support of the program, the County provided LAFCO with one staffperson on loan from the CEO's office and funding for another two-year, limited-term position to supplement staff's efforts. As mentioned at the March 2003 Commission meeting, staff faces the imminent departure of Policy Analyst Jay Wong at the end of April 2003. His absence will leave LAFCO with one less Policy Analyst to advance the islands program and assist with other mandated programs and projects, including the recently launched MSR Program which will require several years of considerable staff support. Additionally, LAFCO is projected to lose another staff member at the end of June when the two-year, limited-term Policy Analyst position, funded by the Unincorporated Islands Program budget and currently held by Kim Koeppen, expires.

The state-mandated workload related to AB 2328 (i.e., conducting authority proceedings, sphere updates every 5 years, service audits, etc.) coupled with the Commission-specified priorities (i.e., the islands program) make staff resources more valuable than ever before. To fulfill the Commission's mandates and priorities, I seek the authorization of the Commission to adopt the personnel

committee's recommendation to retain the Policy Analyst position currently held by Kim Koeppen and to convert the position from limited-term to permanent status.

Funding

The additional permanent position has been included in the proposed 2003-04 budget and in the 2004-05 budget projections. For both FY 2003-04 and FY 2004-05, staff recommends that the position be funded at 50% from the Unincorporated Islands program budget and 50% from the regular LAFCO budget. Thereafter, the position will be fully funded from the regular LAFCO budget.

Recommendation

The personnel committee recommends that the Commission:

1. Direct the Executive Officer to retain Kim Koeppen in the position of Policy Analyst and concurrently change the position from limited-term to permanent status with the defined funding provisions.

Respectfully submitted,

Dana M. Smith
Executive Officer